

Hauraki School
BOARD MEETING MINUTES

Monday 1st April 2019
7.30pm

Present: Brendon Clark (Chair), Grant Signal (Treasurer) Jennine Cassidy (Secretary), James Greenway, Melanie Toft, Logan Burson & Clarinda Franklin (Principal)

Also present: Grant Thomlinson, Ben Inwood Smith, Nikki Horne & Grant Bannatyne

Presentations to the Board:

- Ben Inwood Smith from Energy Direct Solutions presented a proposal regarding providing the school with the latest in LED technology using the EECA's school's energy saving programme. Some benefits include: a reduction of CO2 emitted by the school, a substantial decrease year on year of electricity and less time and cost allocated to maintenance. The Board will review the information provided and discuss at the next meeting. Ben has confirmed that the drivers are included in the proposal. The Board thanked Ben for the presentation.
- Nikki Horne and Grant Bannatyne presented an update of the school pool project to the Board. The purpose of the presentation was to not only update the progress of the pool, but to also request a formal support letter from the Board in relation to pool design, footprint, and timeline.

Apologies: None

Previous Minutes: Read and Accepted by Jennine Cassidy & Grant Signal

Matters Arising:

- Brendon Clark will add a note in the current Boards handover notes, regarding the replacement of the current school pool filter/equipment in term 3. **ACTION: Review in term 3.**

Treasurers Report: Read and Accepted by James Greenway & Brendon Clark

- \$88k of donations have been received, which is \$10k lower than the same time, the previous year. Melanie Toft will add this to the Risk Register, so we can be monitored. **ACTION: Melanie Toft**
- The Board had a discussion around the amount of surplus cash we currently have available and are satisfied that we are spending enough to fulfil current educational needs. We have several short and longer-term

projects such as sun shades, bench seating, and new water fountains that will consume this surplus when the new classroom block is complete.

Principal Report: Read and Accepted by Jennine Cassidy & Grant Signal

- Three broken arms in the junior and middle school playground have been recorded this past fortnight. The Board is satisfied that these were results of accidents and have no health and safety concerns around the design of the playgrounds. It was noted the playgrounds have been in place for a number of years without any accidents.

Policies:

The following policies were reviewed: *Discipline; Copyright Policy*

- As part of the senior school's term 1 inquiry study they have been looking at rules, rights and responsibilities. Two classes (Room 19 & Room 14) have made some submissions for changes in relation to our Discipline policy and our Behaviour Management Plan policy. Brendon Clark, on behalf of the Board, along with the Management staff will now review these proposed changes. **ACTION: Brendon Clark to respond in writing.**
- Copyright Policy – Brendon Clark confirmed that the Copyright Act 1994 is still current and relevant and therefore it is now ready to be signed off. **ACTION: Brendon Clark to sign off.**

Risk Register:

- Following the Christchurch massacre, the Board held a robust discussion about the procedures in place for Hauraki Primary to affect its lock down policies, in particular on days many unionised staff take industrial action. The Board is satisfied the existing procedural guidelines are adequate.

General Business:

- The 2019-2022 Charter and Annual Plan has been submitted to the MOE. **ACTION: Brendon Clark to sign off.**
- The school alarm system is now up and running again after much expense and aggravation caused by the Demolition process.
- Property Update: The new classroom build is continuing as planned and a storage shed will be installed (by the drama room) for P.E storage, and space for the Caretaker. The upgrade of the senior school is progressing slowly.
- Cohort entry – Clarinda Franklin suggested to the Board that the cohort entry system is not working as well as the previous system. Therefore, it

was agreed that we would commence the process of community consultation and go back to “close to birthday” entry. **ACTION: Clarinda Franklin**

- Tomorrows Schools taskforce review – The Board will submit a response for feedback by the required deadline. **Action: Clarinda Franklin to send**
- Following the school pool presentation, the Board voted unanimously to write a support letter to be used to support the case to the MOE for sign off of pool design, footprint and timeline (subject to funds being raised). **ACTION: Brendon Clark**
- Timeline for the 2019 Elections: Betty Sheehan has confirmed that she will be our Returning Officer. We are on track for calling for nominations by Friday 5th May with an Election date of Friday 7th June.

Meeting Closed at 9.33
Next Meeting: 6 May 2019

Signed 
Chairperson, Board of Trustee

Date: 1 May 2019

